

SUPERIOR COURT OF ARIZONA - MARICOPA COUNTY
EMPLOYMENT OPPORTUNITY

Employees of the Superior Court, Justice Courts and court departments are employees of the judicial branch. Positions in the court system may be in the classified service subject to the Judicial Merit System Resolution and Rules.

OPEN COMPETITIVE

INTEGRATED SYSTEMS ANALYST I

**3 POSITIONS AVAILABLE WITH THE ADULT PROBATION DEPARTMENT, 111 SOUTH THIRD AVE., PHOENIX
MAY REQUIRE EVENING AND WEEKEND WORK**

- RECRUITMENT DATES:** Monday, August 7, 2000 – Open Until Filled
- SALARY:** \$28,496.00 - \$35,630.40 Annually
- QUALIFICATIONS:** An Associates Degree in computer or business related field or three years of computer related work experience. Strong hardware and software troubleshooting skills of networked personal computers, such as Novell network, required. Experience with Outlook and Microsoft Office 97 also preferred. Strong communication skills and high level of motivation desired.
- ESSENTIAL JOB TASKS:** Trouble shoot and assist users with PC problems. Install new PC software and hardware.
- SELECTION PROCEDURE:** Pursuant to the Judicial Merit System Resolution and Rules, the Maricopa County Human Resources Department performs recruitment, assessment and other personnel functions on behalf of the Court system and its departments. **EDUCATION/EXPERIENCE EVALUATION.** The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. Those selected will be scored based on an evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department.
- NOTE TO EMPLOYEES:** Unless you are a temporary or unclassified employee, you must have successfully passed initial probation in order for your application to be considered.
- FILING PROCESS:** Required County Application Form (3100-049) AND SUPPLEMENT must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Phone: 602- 506-3755. Teletypewriter (TT) 602- 506-1908. RECORDED JOB MESSAGE: 602-506-3329 Internet Address: www.maricopa.gov
- WHAT HAPPENS TO YOUR APPLICATION:** Refer to page 4 of the application form for complete information.

IT IS THE POLICY OF THE SUPERIOR COURT OF MARICOPA COUNTY
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES
AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT NUMBER: 106016.LBS-7C
RECRUITMENT ABBREVIATION CODE: INSYSAN-11

DATE PUBLISHED: Monday, August 7, 2000

SUPPLEMENTAL INFORMATION

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PLEASE NOTE: This form does **NOT** replace the information requested on the "Application for Employment." Be sure your application **and** this supplement are **both** accurate and complete. Information provided on this supplement may be used to determine your eligibility for this position. **FAILURE TO SUBMIT THIS FORM ALONG WITH YOUR APPLICATION MATERIALS MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR THIS POSITION.**

1. Do you have hardware and software troubleshooting skills of networked personal computers on a Novell network?

_____yes _____no _____# years If yes, please explain.

2. Do you have troubleshooting experience with:

a. Outlook? _____yes _____no _____# years
b. Microsoft Office 97? _____yes _____no _____# years

SIGNATURE

DATE

INSYSAN-11 8/00